

Burke Museum Disaster Preparedness Plan

Preface

The Burke Museum Disaster Preparedness Plan provides guidelines and instructions for museum staff, students, and volunteers in the event of an emergency involving the museum building and/or collections.

The plan comprises four parts:

1. Disaster Prevention Plan
2. Emergency Response Plan
3. Emergency Evacuation Plan
4. Disaster Recovery Plan

The **Disaster Prevention Plan** describes preventative measures designed to minimize injury to personnel and damage to the collections. The plan includes recommendations for new procedures.

The **Emergency Response Plan** describes procedures to be followed during an emergency.

The **Emergency Evacuation Plan** describes procedures for evacuating visitors and staff from the museum building during an emergency.

The Emergency Evacuation Plan is designed as a discrete manual to be incorporated into museum orientation programs for all new staff, work study students, graduate students and volunteers, and as a refresher course for permanent staff. All staff must be familiar with the evacuation procedures.

The **Disaster Recovery Plan** describes the lines of authority and staff responsibilities in a recovery operation. The Disaster Recovery Plan provides basic guidelines for recovery priorities and actions.

The plan is designed to work in conjunction with the UW *Emergency Plan*.

Disaster Prevention Plan

PURPOSE

The basic emergency procedures outlined in this guide are designed to enhance the protection of lives and collections through effective use of museum, university, and community resources.

The UW Emergency Operations Plan defines three levels of emergency:

Level I, a localized emergency with limited impact; or an impending situation (e.g., a localized power outage, or a wind storm warning).

Level II, a campus event that exceeds the ability of the normal on- and off-campus responding units (e.g., a major fire); and

Level III, a community- or region-wide event (e.g., an earthquake or multi-casualty event).

In any case, UW Emergency Operations Plan procedures, when invoked, take precedence over the museum's emergency procedures. The museum's plan is a part of UW *Emergency Plan* procedures.

In a Level III emergency, the university president and/or the Emergency Policy Group, will declare the Emergency Operations Plan in effect. In an emergency affecting just the museum, the museum director or designate, may declare the museum emergency plan in effect, and these contingency guidelines may be implemented. Depending on the type of emergency, one of three units (the University Police Department, the Department of Environmental Health & Safety, and Physical Plant) will act as the lead response unit.

Since an emergency may occur suddenly and without warning, these procedures are designed to be flexible in order to accommodate any contingencies.

INTRODUCTION

The Disaster Prevention Plan identifies measures that the Burke Museum can take to reduce the risk of damage to the collections and exhibits in the event of disaster.

The Disaster Prevention Plan comprises two parts:

- 1) division-specific preventative recommendations, and
- 2) staffing recommendations.

PREVENTATIVE MEASURES

Fire:

1. Smoking is not permitted in the museum.
2. Electrical appliances for heating food and/or drinks should be allowed only in the photocopier machine/mail room.
3. Storage in the hallways is prohibited. Storage is also prohibited in mechanical equipment rooms and within three feet of the front of electrical circuit boxes and panels. The facilities management staff will enforce these rules.
4. All exhibits should be constructed of fire-resistant materials. Materials that may emit toxic fumes during a fire should be avoided.
5. Supply divisions with metal waste cans with tight-fitting metal lids for the disposal of chemical-saturated papers and rags (as needed).

Water:

1. Cabinets and storage units should be above floor-level. This can be accomplished using supports fabricated from wood (2 x 4's or 4 x 4's). Another good solution is a metal frame with adjustable feet.
2. In areas that are vulnerable to water leaks, (e.g., the sewer line in Ethnology), each division should install water alarms that ring locally and are linked to the UW Department of Environmental Health and Safety (EH&S).
3. Take measures to minimize damage due to activation of the sprinkler system—collections should be protected from accidental discharge of the system.
4. The fronts and tops of the Ethnology compactor units should be covered with Hostaphan 43SM sheeting.
5. Bookshelves should have water resistant covers.
6. All floor penetrations should be sealed.

Earthquake:

1. Ethnology: shelving units should be fitted with restraining bars. Drawers should be fitted with archival quality dividers and storage trays to prevent rolling and shifting of specimens.
2. Geology and Archaeology: drawers should be lined with *ethafoam* to reduce rolling and shifting of specimens. Fragile objects should not be stored in drawers with heavy or sharp objects, unless the fragile objects can be isolated and cushioned from contact with other objects.
3. Storage areas should be designed to resist seismic forces:
 - a. The shelves in any open shelving units should be inverted and bolted in place. The small lip will lessen the possibility of glass jars and other objects sliding off the shelf.
 - b. Wood or metal dowels slipped through and secured to the shelf-adjustment holes of vertical-shelf supports will serve as restraining bars for objects stored on open shelving.
 - c. Open shelving should be bolted to the ceiling. Cabinets should be braced against the wall. In some instances, bracing should be external to avoid drilling holes in the cabinets.
 - d. Free-standing cabinets arrayed in ranges should be bolted together and braced.
4. The drawers in open shelving systems should have a restraining system. Suggestions include:
 - a. Restraining rods can be positioned vertically in front of a predetermined number of drawers. The rods would run through eye-hooks that are fastened to stationary cross-bars. The number of drawers held back by one restraining rod would depend on such factors as weight of the drawer and its contents, accessibility requirements, expense, etc.
 - b. Drawer restraints: a hook and eye set or set of clips could be installed on either side of each drawer. These are easily released, making one drawer accessible at a time. Bungee cords, running vertically down a bank of shelves, could also be used.
5. Exhibits should be stabilized, possibly by one or more of the following methods:
 - a. Secure exhibit cases to the wall.
 - b. Construct mounts, stands, and pedestals so that they cradle objects on exhibit as much as possible.
 - c. Assess the stability of exhibit cases and weight the base of the cases that are top-heavy.
6. All shelving units should be bolted to the walls.

Power Failure:

1. Keep corridors and high-traffic areas clear, allowing safe and quick passage even with poor illumination.
2. Ensure that adequate emergency lighting is installed. The Facilities Manager shall develop and follow a regular schedule for testing emergency lighting.
3. Rewire the freezer so that it can be switched over immediately to run off a museum generator.
4. Post instructions on what to do and whom to notify (list names and telephone numbers) if the freezer alarm sounds.

Electronic Recording Media:

There should be back-up copies of all data stored on electronic recording media. These copies should be housed in a protected storage area outside of the museum. There should be a procedure to ensure that these copies are regularly updated.

STAFFING RECOMMENDATIONS

Presently, the collections managers and registrars work in concert to carry out the museum function of conservation. Whereas this is acceptable during normal operations, the occurrence of any significant event that endangers museum holdings may overwhelm the staff.

There is need for additional staff:

1. museum conservators
2. archivist/librarians

The museum conservators and archivist/librarians would participate in normal operation of museum functions. Moreover, they would play important roles in the preparation and execution of disaster recovery procedures designed to minimize damage to museum holdings: objects, books, and records.

Note: The museum has established an orientation program for new staff, work study students, and volunteers. Review of the museum's Disaster Preparedness Plan, with special emphasis on the Emergency Evacuation Plan, should be included in the orientation program.

Emergency Response Plan

EMERGENCY PROCEDURES

These procedures are to be followed in the event of an emergency. The most important thing to do is to remain calm.

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MEDICAL EMERGENCY

1. Remain calm.
2. Assess the situation.
3. Get help. Call 911 or pull the nearest fire alarm.
4. If you do not have first aid training, get help. Many museum staff members have first aid and/or CPR training (see Complete Phone List in Emergency Flip Chart).
5. Do not move an injured person unless there is imminent danger.
6. Try to keep the injured person calm. Avoid unnecessary conversation about the person's condition.
7. Notify your supervisor and the Facilities Manager (3-2525).

POWER OUTAGE

1. Remain calm.
2. If necessary, provide assistance to others.
3. If you are in a darkened area, move cautiously to a lighted area. The museum has an emergency lighting system, and lighted "EXIT" signs mark exits.
4. Be prepared to evacuate the building. Be sure to secure the area.
5. Notify the Facilities Manager (3-2525).
6. Call 911. The dispatcher will coordinate university response.

SUSPICIOUS OBJECT

1. Remain calm.
2. Do not touch or disturb the object. Keep people away from the object.
3. Call 911.
4. Notify the Facilities Manager (3-2525).
5. Notify your supervisor.
6. Be prepared to evacuate the building.

FLOODING / WATER DAMAGE

1. Remain calm.
2. Notify the Facilities Manager (3-2525).
3. If necessary, call 911. The dispatcher will coordinate university response.
4. Notify your supervisor.
5. If there are electrical equipment or outlets in the area of the leak, be careful. Be prepared to evacuate the area.
6. Do what you can **to stop the flow of water**.
The priority is **personal safety**! Do not endanger yourself.
7. Do what you can **to protect the collections**.
The priority is **personal safety**! Do not endanger yourself.

EXPLOSION

1. Remain calm.
2. Pull the nearest fire alarm or call 911.
3. Be prepared for further explosions.
4. Get under a table or desk.
5. Stay away from windows, bookcases, cabinets, overhead light fixtures, and electrical equipment.
6. Do not move injured persons unless they are in imminent danger.
7. Open doors carefully. Watch for falling objects.
8. Do not use the elevator.
9. Do not use matches or lighters.
10. Avoid using radios.
11. Avoid using the telephone.
12. Evacuate the building. Gather at the evacuation assembly point (the southeast corner of the N-1 parking area, near the bus parking area).
13. Do not spread rumors.

EARTHQUAKE

During an earthquake:

1. Remain calm.
2. Stay inside the building.
3. Get under a table or desk.
4. Stay away from windows, bookcases, cabinets, overhead light fixtures and electrical equipment.

After an earthquake:

1. Remain calm.
2. Be prepared for aftershocks.
3. Evacuate the building. Gather at the evacuation assembly point (the southeast corner of the N-1 parking area, near the bus parking area). If there are people who are unable to evacuate the building, help them move to one of the stairwells. **Report their location** to the Facilities Manager or to Seattle Fire Department personnel, who will assist in their evacuation.
4. Do not move injured persons unless they are in imminent danger.
5. Open doors carefully. Watch for falling objects.
6. Do not use the elevator.
7. Avoid using the telephone.

VOLCANIC ERUPTION

1. Remain calm. Ash fall will be the major problem.
2. Stay inside the building.
3. Notify the Facilities Manager(3-2525).
The building ventilation system should be shut down to prevent intake of ash.
4. Wear a dust mask.
5. Do what you can to protect the collections from the ash fall.
6. Cover all electronic and delicate equipment.
8. Avoid using the elevator.
9. Avoid using the telephone.

CRIMINAL ACTIVITY

1. Remain calm.
2. Do **NOT** attempt to resist or physically confront the person.
The priority is **personal safety**! Do not endanger yourself.
In the case of a suspicious person: establish eye contact, ask if you can help them.
3. Call 911.
4. Keep a safe distance. Note the person's direction of travel.
Attempt to obtain as much information as possible

Distinguishing characteristics to watch for:

Gender

Age

Height

Weight

Ethnicity

Body type

Hair color

Hair style

Clothing

Shoes

Jewelry

Distinguishing marks (scars, tattoos)

5. **Do not block** the person's access to an exit.
6. Notify the Facilities Manager (3-2525).

FIRE

1. Remain calm.
2. Call 911 AND pull an alarm.
3. Use a fire extinguisher only to ensure escape. Do not allow the fire to come between you and the exit.
Check the Floor Plans for the location of fire extinguishers in your area.
 - Only use a **red** fire extinguisher for electrical or chemical fires.
 - Use a **silver** (water-based) fire extinguisher for non-electrical, non-chemical fires.
4. Evacuate the building. Ensure that those people who require special assistance are evacuated or moved to a safe area. If they cannot be evacuated, be sure to notify Fire or Police department personnel of their location. Gather at the evacuation assembly point (the southeast corner of the N-1 parking area, near the bus parking area). Report the location of people left in the safe area to the floor warden.
5. If there is smoke, stay low.
6. Do not open a **hot** door. Check doors before opening them. If necessary, use an alternate exit.
7. Notify the Facilities Manager (3-2525).
8. Notify your supervisor.

CHEMICAL SPILL / FIRE

Chemical Spill

1. Remain calm.
2. Assess the situation.
If you come in contact with chemicals, flush the affected areas with clean water.
Get help. Flush for several minutes. Chemical burns to the **eyes**: flush for 20 minutes.
3. If necessary, evacuate **your area** of the building.
4. Notify your supervisor.
5. Notify the Facilities Manager (3-2525).
6. The Facilities Manager will determine whether to evacuate the building. If evacuated, gather at the evacuation assembly point (the southeast corner of the N-1 parking area, near the bus parking area).

Chemical Fire

1. Remain calm.
2. Evacuate the area. Do not open a **hot** door. Check doors before opening them.
If necessary, use an alternate exit.
3. Use a **red** fire extinguisher only to ensure escape. Do not allow the fire to come between you and the exit.
Check the Floor Plans for the location of fire extinguishers in your area.
4. Call 911 AND pull an alarm.
5. Notify your supervisor.
6. Notify the Facilities Manager (3-2525).
7. Evacuate the building. Gather at the evacuation assembly point (the southeast corner of the N-1 parking area, near the bus parking area).

BOMB THREAT

1. Remain calm.
2. Attempt to obtain as much information as possible. Write down the details.

QUESTIONS TO ASK

1. When will the bomb explode?
2. Where is the bomb?
3. What does the bomb look like??
4. What kind of bomb is it?
5. What will cause the bomb to detonate?
6. Did you place the bomb? Why?
7. What is your name?
8. What is your address?

CALLER'S VOICE

- ☐ calm
- ☐ angry
- ☐ excited
- ☐ slow
- ☐ rapid
- ☐ soft
- ☐ loud
- ☐ laughing
- ☐ crying
- ☐ normal
- ☐ distinct
- ☐ slurred
- ☐ nasal
- ☐ stuttering
- ☐ lisped
- ☐ raspy
- ☐ deep
- ☐ ragged
- ☐ cracking
- ☐ distorted
- ☐ accented
- ☐ breathing heavily
- ☐ clearing throat
- ☐ familiar
- If familiar, whose voice is similar?

BACKGROUND SOUNDS

- ☐ office machinery
- ☐ factory machinery
- ☐ street noises
- ☐ restaurant or kitchen noises
- ☐ voices
- ☐ PA system
- ☐ music
- ☐ household noises
- ☐ running motor
- ☐ animal noises
- ☐ clear/no background sound
- ☐ static on line
- ☐ local call
- ☐ long distance call
- ☐ telephone booth
- ☐ cell phone
- ☐ other

EXACT WORDING OF THE THREAT

DETAILS TO WRITE DOWN

- Caller's gender:
Caller's accent:
Caller's approximate age:
Date of call:
Length of call:
Remarks:

CALLER'S LANGUAGE

- ☐ well spoken
- ☐ message is read
- ☐ profane
- ☐ irrational
- ☐ incoherent
- ☐ rambling
- ☐ taped

3. Notify your supervisor.
4. Notify the Facilities Manager (3-2525).
5. Call 911 AND pull an alarm. Evacuate the building.

BURGLAR ALARMS

If you notice an alarm going off on the panel:

1. Notify Facilities Manager immediately (3-2525).
2. The Facilities Manager will determine if the UW police should be called.
3. Wait at the panel for the Facilities Manager and/or the police to arrive. Make sure to have your photo ID, UW employee Husky card or orange building use permit card (if non-employee) ready.
4. If police arrive, have your IDs ready, identify yourself immediately, don't make any sudden or odd movements, and show them due respect. They are armed and sometimes nervous if they think there may have been a break-in or theft.

If you set off an alarm yourself:

1. Notify Facilities Manager immediately (3-2525).
2. Wait at the back desk with your photo ID, UW employee Husky card or orange building use permit card (if non-employee). Wait for the Facilities Manager and/or police to arrive.
3. If police arrive, have your IDs ready, identify yourself immediately, don't make any sudden or odd movements, and show them due respect. They are armed and sometimes nervous if they think there may have been a break-in or theft.

Emergency Evacuation Plan

1. RESPONSIBILITIES

A. Museum staff and Volunteers

Staff and volunteers are responsible for:

1. Being familiar with and following the Emergency Flipchart procedures (EEOP) when required, and knowing their exit route and alternatives.
2. Participating in drills and training as required.
3. Informing and assisting visitors unfamiliar with building procedures prior to and during an emergency evacuation.

When the fire alarm sounds, begin immediate evacuation according to the plan.

B. Evacuation Wardens/Evacuation Director

The Evacuation Director, Evacuation Wardens, and their backups are employees and occupants of the building and have either volunteered or been appointed to serve in these positions. All receive special training by UW EH&S and the authority for their role in building safety. The on duty Facility Manager serves at the Evacuation Director.

In an emergency evacuation, the **Evacuation Director** is responsible for:

1. Ensuring that emergency services, UWPd, FOMS, SFD, and EH&S are notified for all building emergencies as appropriate.
2. Reporting to the Evacuation Assembly Point (EAP), receive status reports from Evacuation Wardens, and act as a liaison with responding emergency services.
3. Providing information about the building layout, systems, processes, and special hazards to Campus Engineering, SFD, UWPd, and other emergency personnel.
4. Helping the Campus Engineering Personnel, FOMS, and the SFD in the operation of the Fire Alarm Panel if required.
5. Coordinating with Executive Staff on building occupation and operation issues.
6. Assigning Evacuation Wardens or other personnel, as needed, to be stationed at building entrances to prevent unauthorized entry to the building.
7. When SFD or UWPd signals "ALL CLEAR," notifying the Evacuation Wardens that occupants may reenter the building.

In an emergency evacuation, the **Evacuation Wardens** are responsible for:

1. Covering their designated areas, assuring that the occupants ahead of you have evacuated. Directing occupants to the exits and telling them where to reassemble at the EAP.
2. Conducting a quick search as you go to make sure hazardous equipment is shut off, doors are closed and no one is left behind.
3. If a stairway is full of smoke go to another stairway. If there is smoke in the hall, stay low, cover your mouth with a damp cloth or handkerchief, visualize where the exits are, stay close to and use the wall as a guide so you do not become confused.
5. If there is no smoke, you may have trouble getting people to evacuate. Be assertive, positive and insistent. Students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate.
7. Proceeding to the EAP and conducting a headcount by using the evacuation checklist to account for all occupants in your area of responsibility.
8. Reporting to the Evacuation Director any missing persons on your list and their last known location.
9. Following any further directions by Evacuation Director or emergency services personnel.

2. GENERAL EVACUATION PROCEDURES

A. General Guidelines

1. If you detect a fire or other life threatening emergency, pull the nearest fire alarm or call 911. If possible, also notify the Facilities Manager on duty.
2. Never assume that an alarm is false, you **must** evacuate at once.
3. Evacuate the building using the nearest exit.
4. Take personal belongings (keys, purses, wallets, etc.)
5. Secure any hazardous materials or equipment before leaving.
6. Follow directions given by evacuation wardens. If no Evacuation Warden is present, the last person should make a cursory check of the area and shut all doors.
7. Check doors before opening them. Do not open a hot door, use another escape route.
8. If you encounter smoke or the exit is blocked, try another route.
9. If you have to escape through smoke, crawl on your hands and knees and keep your head low where the air is the cleanest.
10. Always use stairs...do not use elevators!
11. Use fire extinguishers only to ensure safe exit, do not stay to fight the fire.
12. Go to Evacuation Assembly Point (EAP) designated in this building's evacuation plan and on building emergency evacuation signs.
13. Report to Evacuation Warden, and notify if anyone is trapped or injured inside
14. Assist persons with disabilities. (see evacuation guidelines for places of refuge).

B. Evacuation Assembly Point (EAP)

It is important to gather at the EAP and check in with Evacuation Wardens. The EAP is southeast of the building, in grassy area under the trees near the school bus parking in the N1 parking lot.

3. EVACUATION WARDENS — EVACUATION GUIDELINES

Basement

Fire extinguishers

1. next to elevator (ABC: dry chemical)
 2. next to elevator (water)
 3. outside of Room 8 (water)
 4. outside of Room 1 (ABC: dry chemical)
 5. inside of Room 28 (CO2)
 6. outside of Room 29 (water)
 7. inside of Room 29 (ABC: dry chemical)
 8. inside of Room 31 (ABC: dry chemical)
-

Alarm boxes

1. next to North Outside Exit
 2. next to North Stairwell
 3. next to South Stairwell
 4. next to South Outside Exit
-

Exits

1. North Emergency Exit
 2. South Emergency Exit
 3. North Stairwell
 4. South Stairwell
-

First Aid Kits

1. mounted on wall opposite elevator
 2. sitting on floor near South Emergency Exit
-

First Floor

Alarms, Exits & Fire Extinguishers

Fire extinguishers

1. on the corner in Room 106 (ABC: dry chemical)
 2. inside the double doors to Room 101A (water)
 3. on the columns near the north end of the rear compactor storage unit (water)
 4. on the columns near the south end of the rear compactor storage unit (water)
 5. Room 125A, Café kitchen (A: water)
 6. mounted on the west wall of Room 114 (ABC: dry chemical)
 7. outside of Room 112 (ABC: dry chemical)
 8. north wall in Room 100 (Gallery) near door to corridor (water)
-

Alarm boxes

1. wall next to north Loading Dock Door
 2. north gallery wall next to double doors to Corridor 100M
 3. wall next to south Loading Dock door
 4. wall next to south exit door onto Café patio
 1. wall next to Exit no. 1Z
-

Exits

1. north exit from stairwell, near Room 111 (Facilities Office)
 2. from back of Room 112 (Classroom) to North patio
 3. north Loading Dock door & garage door
 4. south Loading Dock door
 5. south Loading Dock garage door
 6. exit door from Room 115 (Director)
 7. two doors from Room 125 (Café)
 8. southeast exit door onto Café patio
-

First Aid Kits

1. near sink in Room 101D (Ethno Lab)
2. on wall in North Stairwell (no. 3) near Room 111 (Facilities Office)
3. on top of refrigerator in Room 117 (Mailroom)

Second Floor & Mezzanine

Alarms, Exits & Fire Extinguishers

Fire extinguishers

1. on wall in north end of Room 205 (CO2)
 2. next to elevator near Room 205 (water)
 3. inside double doors to Room 205 (CO2)
 4. inside door of Room 206 (ABC: dry chemical)
 5. inside door of Room 206 (CO2)
 6. hallway from elevator hall (200L) to gallery (Room 200) (water)
 7. doorway to Room 208 (water)
 8. in wall at north end of Admissions cabinetry (ABC: dry chemical)
 9. in wall in Room 203 (North Gallery) (ABC: dry chemical)

 10. outside of Room M206 (CO2)
 11. outside of Room M205D (ABC: dry chemical)
 12. outside of Room M205D (CO2)
-

Alarm boxes

1. next to Admissions Desk and main doors
 2. at doors to north stairwell
 3. at Grand Staircase
 4. None on Mezzanine level
-

Exits

1. east exit through Main Doors in the Lobby
 2. north stairwell to 1st floor exits
 3. Grand Staircase to 1st floor exits
-

First Aid Kits

1. near sw corner of Room 206
2. at Admissions Desk
3. None on Mezzanine level

Disaster Recovery Plan

INTRODUCTION

The Burke Museum Disaster Recovery Plan describes what actions the museum staff will take to salvage the collections immediately following an emergency or a disaster.

Museum reaction to an emergency or a disaster is contingent upon the university's response. For this reason, familiarity with the UW Emergency Response Management Plan should be an integral part of the museum Disaster Recovery Plan.

Procedures for handling casualties, the physical plant, and utilities are the responsibility of the UW Emergency Operations Plan, the museum's Disaster Recovery Plan concentrates on salvaging museum collections.

I. The University's Role

A. The museum's Disaster Preparedness Plan is subordinate to, but coordinates with, the university's contingency plans as described in the UW Emergency Response Management Plan.

B. Authority and Responsibility (Summary)

1. Only the university president can declare a campus state of emergency or order the evacuation of campus facility in non-alarm situations.
2. In the event a campus state of emergency is declared, only registered students, faculty, staff, and affiliates (i.e., persons required by employment) will be allowed on campus. All museum staff should remember to carry their UW ID cards with them at all times.
3. The immediate campus emergency or disaster response will be coordinated by the UW Emergency Operations Group. If the museum is located within the immediate disaster area, staff members may need an emergency pass to enter the museum building at the discretion of the UW EH&S. The museum director should determine in advance the essential museum personnel for whom emergency passes will be requested.
4. The UW Emergency Operations Group is responsible for emergency attention to casualties and stabilization of the physical plant (utilities, structural damage).
5. During a major emergency or disaster, the director of University Office of News & Information is responsible for all public statements to the media.

C. Recovery of the Physical Plant (Summary)

1. Museum staff will not be allowed into the museum building until the UW Emergency Operations Group has determined that the structure is safe. At all times, the facilities manager maintains communications with the UW Emergency Operations Group.
2. The first priority of the UW Emergency Operations Group is to deal with personal injury, and the second is to secure utilities. If an emergency involves all or several buildings on campus, museum staff should not expect museum objects to be a concern until casualties and utilities have been stabilized.
3. EH&S will probably be the major coordinator of any facility recovery effort. Expect delays.

4. The museum is recognized by the university as a potential fire and/or chemical hazard. This will be EH&S' first concern. The university is also aware of the importance of the exhibits and collections in the museum.
5. During a campus-wide disaster, the university's primary goal will be to restore university functions. Museum functions will be considered as one of many on campus. The director may also work with EH&S to upgrade the museum's priority status.

II. Museum Staff Responsibilities

A. Museum Director

The associate director assumes the responsibilities of the director if the director is not available.

1. The museum director is the authorized spokesperson for the museum. The director makes all statements to the media, either through University Office of News & Information, or independently with the approval of University Office of News & Information. The director may delegate this responsibility to the museum external communications director.
2. The director assesses the incident based on the recommendations of the facilities manager in conjunction with the UW Emergency Operations Group, and evaluates whether it is or may become a serious emergency. The director, in consultation with the university president, may declare the UW Emergency Plan to be in effect.
3. Whereas it is advisable that the director consult with the collections managers-in-charge in establishing recovery priorities, the director may act unilaterally if the circumstances warrant such action. The recovery effort should not be slowed by negotiations of priority.
4. The director is responsible for directing and coordinating the recovery operations, and for maintaining constant communication with all other staff members.
5. The director makes decisions on expenditures.
6. The director coordinates museum recovery operations with the facilities manager, in conjunction with the UW Emergency Operations Group.

B. Division Curators/Collections Managers

Each curator and/or collections manager advises the director on the following area as they pertain to the collection for which the curator or collections manager is responsible:

1. Evaluates the extent of damage to the collection, and reports this assessment to the director.
2. Consults with the director and other curators to establish priorities for salvage operations.
3. Supervises volunteers and staff assigned to help in his/her department.
4. Determines proper handling of damaged materials and directs the handling of the collection during the recovery effort.
5. Recommends any outside individuals to be used as consultants or volunteers.
6. Is responsible for the evaluation of damaged materials.
7. Assists with the salvage of any collection that is a priority.
8. Each curator-in-charge is responsible for designating the person within their department who will assume their responsibilities if the curator-in-charge is not available (see emergency phone tree).
9. Exhibits curators assess the extent of damage to the exhibits and notify the director.

C. Director of Finance

1. Assists the director.
2. Coordinates purchasing.

D. Facilities Manager

1. Acts as liaison with the UW Emergency Operations Group.
2. Acts as general coordinator inside the museum.
 - a. Communicates facilities needs to the director.
 - b. Delivers supplies, equipment, and staff to the departments after needs and priorities have been established by the director.
 - c. Supervises the volunteers and staff.
 - d. Oversees delivery of equipment and supplies.

3. Coordinates movement of material to the off-site storage facility.

E. Registrar

1. Evaluates extent of damage to loan objects, and reports assessment to the director.
2. Consults with director to establish priorities for salvage of loan objects.
3. Supervises volunteers and staff assigned to help in his/her department.
4. Photographs objects, collections storage, and activity areas as necessary.
5. Responsible for filing insurance claims.
6. Collects information on the effectiveness of the plan.

F. Director of Education

1. Assesses the extent of damage to the Education Division and reports to the director.
2. Informs public of service schedule changes and coordinates with external communications office, if necessary.

G. Volunteer Coordinator

1. Coordinates recruitment of volunteers.
2. Documents volunteer service and updates volunteer records.

III. Telephoning for Help

A. STAFF

1. During business hours, staff are instructed to notify the director or the facilities manager immediately in the event of an emergency or disaster involving the museum collections or building.

After business hours, the lead unit (UW Police Department, EH&S, or Physical Plant) is instructed to notify the museum director immediately in the event of an emergency or disaster involving the museum collections or building.

2. After ascertaining the extent of the emergency, and the personnel needed to manage it, the director calls the division chairs.

3. The facilities manager alerts museum staff who are not division chairs (e.g., Registrar, Education Director, Director of External Communications, Director of Visitor Services, Café Manager, etc.), as necessary.

4. The division chairs are responsible for notifying the division curators.

5. The curators are responsible for notifying students and volunteers that their assistance is or may be needed on the recovery effort.

B. "WHAT TO SAY AND WHAT TO DO."

1. **If authorized**, repeat exactly what you have been told. Do not speculate or start rumors.

2. Wear heavy pants, heavy or sturdy shoes, a long-sleeved shirt, and a hat. You may be given a hard hat to wear in the building.

C. TELEPHONE NUMBERS

Appendix C, Burke Museum Telephone Directory

Appendix D, UW Emergency Telephone Numbers

Appendix E, Emergency Collections Management Telephone Numbers

UW Maintenance and Operations
(68)5-1411

Off-site storage facilities.

Sand Point Facility
7400 Sand Point Way NE
Seattle, WA 98115-6302
Contact: Rick Pierce, Building Manager
206-684-0785

North Coast Moving & Storage
425-643-2100

Cold storage facility:

Rainier Cold-Storage & Ice
3625 1st Ave S
Seattle, WA 98134-2201
206-682-5646 or 206-762-8800

or

Nordic Cold Storage
547 Occidental Ave S
Seattle, WA 98104-2869
206-623-5491

Damage Reports

Describe the extent of the damage.

1. What types of objects or specimens have been damaged?
2. What is the nature of the damage?
 - a. Is the material damp or wet?
 - b. Was the water oily, muddy, or clean?
 - c. Is there additional damage from fire, soot, or heat?

Describe the steps taken to recover the objects and specimens, and the facility.

1. What equipment is needed/used in the area?
 - a. Fans, sump pumps, dehumidifiers?
2. What actions are being taken?
 - a. Freezing, drying, washing?
3. What collections were moved, and to where? For how long?
 - a. This part of the report will require updating.

General Handling Instructions for Staff and Volunteers

1. Never pick up an object until you have determined a safe place to place it.
2. Never attempt to carry more weight than you can comfortably handle. Ask for help if the object is heavy or large and/or awkward. Remember that wet objects are heavier than normal. Be careful.
3. Use both hands to support the object. Do not lift by weak points, such as the rim of a basket, narrow parts of bone, etc.
4. Try to have one hand under the object and the other steadying it so that it does not fall to one side or the other.
5. Walk slowly and carefully. Haste can be dangerous.
6. Do not open and close wet books or separate and disturb wet papers, photographs, or files.
7. Follow the directions of the curator or the designated person in authority for specific instructions on handling objects and specimens.
8. Do NOT remove tags or labels.

RECOVERY PROCEDURES

I. General Procedures

A. Plan for alternate locations to house the collections.

1. Do not rely on the university to provide space for recovery operations.
2. If possible, locate secure space within the museum. Be prepared to suspend some or all normal museum functions. Some possible areas that can be made secure:

- a. Archaeology collections storage areas
- b. Ethnology collections storage areas
- c. Geology collections storage areas
- d. Zoology collections storage areas
- e. Burke Room
- f. Museum Classroom
- g. Education Office
- h. Exhibits Shop

3. Off-site storage facilities.

Sand Point Facility
main entrance: 7400 Sand Point Way NE
Seattle, WA 98115-6302
206-684-0785

North Coast Moving & Storage
425-643-2100

Cold storage facility:

Rainier Cold-Storage & Ice
3625 1st Ave S
Seattle, WA 98134-2201
206-682-5646 or 206-762-8800

or

Nordic Cold Storage
547 Occidental Ave S
Seattle, WA 98104-2869
206-623-5491

B. Plan for priority use of museum generators. Unless only the museum building is affected, do not plan on using the university's generators. Priorities are:

1. Keep the museum freezers running. The freezers will stay cold for about 8 hours without electricity if the door is kept closed. After 8 hours, spoilage will begin to occur.
2. Remove water from the lower level using one of the museum's water pumps.
3. Lighting in priority areas.

II. Disaster-specific Procedures

A. For all emergencies or disasters:

Record before and after conditions, including follow-up reports as needed.

B. Explosion

1. Cordon off all areas containing damaged objects and/or object fragments.
2. Collect all fragments. Try to keep the fragments of one object together. Place the fragments in tissue, a *zip-loc* type bag, a box, or an envelope and label with the object's name and catalogue number, if known.

C. Fire

1. Thoroughly clean usable areas with soap, water, and formalin. Scrub floors, walls, furniture, counters, etc., with soap, water, and formalin.
2. Remove smoke odor by scrubbing walls, painting, cleaning upholstery, and shampooing or discarding carpets.
3. The carpet should be lifted and injected with a spray disinfectant every three feet.

D. Water

1. If water damage is extensive, be sure to securely support any object that is being moved.
2. Immediately bundle or box very wet papers, photographs, and herbarium specimens and freeze them. Keep frozen until a conservator can treat them.
3. Pump out standing water.
4. Remove carpet that is soaking wet.
5. Circulate air with fans. Open windows and doors as security and outside air temperature permit.

E. Earthquake

Perform any or all of the preceding procedures as appropriate.

III. Collection-specific Procedures

A. Archaeology: in case of water damage.

1. Dry the collection out slowly using fans.
2. Order acid-free blotting paper for all drawers.
Specifications for ordering blotting paper/;
— Drawers are 30" x 23"
— buffered blotting paper is preferred

Products available:
— University products:
 32" x 40" buffered
 19" x 25" unbuffered
 25" x 38" unbuffered

— Light Impressions:
 19" x 24" unbuffered
 24" x 38" unbuffered
3. Keep together all artifacts that are found in one drawer or one tray. Be sure to keep the label of the drawer or tray with the artifacts.
4. Remove artifacts from boxes, and place in new acid-free boxes. Be sure to label the boxes.
5. Ceramics and other fragile items that may be glued together should be handled only by the collections manager or curator. Keep all pieces together.
6. Immediately freeze photographs, site documents, and maps.

B. Ethnology: in case of water damage.

1. Dry the collection out slowly using fans and dehumidifiers.
2. Change the *ethafoam* drawer liners.
3. Mold *ethafoam* supports for baskets that are losing shape.
4. Change acid-free tissue stuffing in moccasins, baskets, etc. as needed.
5. Spray leather artifacts with fungicide.
6. Order acid-free blotting paper for all shelves.
 - a. Specifications for ordering blotting paper/;
— Drawers are 30" x 23"
— Need a minimum of 30 sheets
— buffered blotting paper is preferred
 - b. Products available:
— University products:
 32" x 40" buffered
 19" x 25" unbuffered
 25" x 38" unbuffered

— Light Impressions:

19" x 24" unbuffered
24" x 38" unbuffered

6. Drying screens for textiles can be made using nylon screening.

a. Nylon screen is 36" wide. Specifications for drying screens are in widths with 36" increments as much as possible for more efficient construction.

b. Specifications for screen sizes:

- 3 at 108" x 50" for dresses (3360, 5940, 5937)
- 1 at 36" x 20" for leggings (3363)
- 2 at 36" x 30" for leggings (3362)
- 2 at 72" x 60" for shawls (1989.11.1, 1989.11.2)
- 72" x 80" for blanket (1990.11.12)
- 1 at 36" x 70" for headdresses (3525, 5007)

C. Geology: in case of water damage

1. Carefully dry specimens and labels.

2. Use acid-free blotting paper to dry the specimens and labels.

Paper products available:

- University products:
 - 32" x 40" buffered
 - 19" x 25" unbuffered
 - 25" x 38" unbuffered

- Light Impressions:
 - 19" x 24" unbuffered
 - 24" x 38" unbuffered

3. Be sure to keep the labels with the specimens.

Remove specimens from boxes, and discard the wet boxes.

Be sure to maintain grouping.

4. Change the *ethafoam* drawer liners.

D. Mammalogy
in preparation

E. Ornithology: in case of water damage

1. Dry the collection out slowly using fans.

2. Order acid-free blotting paper.

a. Specifications:

- Drawers are 19" x 25" and 25" x 41"
- Need:
 - 36 sheets of 19" x 25" and
 - 26 sheets of 25" x 41"
- Note: Unbuffered paper can be used.

b. Products available:

- University Products:

32" x 40" buffered
19" x 25" unbuffered
25" x 38" unbuffered

— Light Impressions:
19" x 24" unbuffered
24" x 38" unbuffered

Appendix A Emergency Command Hierarchy



Appendix B Telephone Tree

Appendix C Burke Museum Telephone Directory



Burke Museum Staff Directory (Last Name Alpha) Autumn 2008

Revised: 09/17/08

| Name | Phone | Email | Title | Division | Sub-Division | Room |
|------------------------|----------------|----------------------------|--|---------------------|---------------------------|------------|
| Amundson, Casey | 6.6057 | caseya84@a | Membership Associate | Development | | |
| Andrews, Becky | 3.6623 | randrew@a | Collections Manager | Anthropology | Ethnology | 102 |
| Augusztiny, Roxana | 3.5689 | roxaug@a | Director Emeritus | Administration | | 5A |
| Barron Wagner, MaryAnn | 3.9762 | maryamb@a | Communications Director | Administration | Communication | 27 |
| Beaudry, Dana | 3.5591 | danab4@a | Education Assistant | Education | | 116 |
| Birks, Sharon | 3.1668 | sbirks@a | Genetic Resources Manager | Biology | Genetic Resources | 205H |
| Bradley, Jeff | 5.7417 | jebrad@a | Collections Manager | Biology | Mammalogy | M205B |
| Brems, Jim | 3.2525 | nojcbno@a | Operations Manager | Facilities | | 111 |
| Brothers, Kari | 6.3962; 6.2036 | kari683@a | Event Lead | Visitor Services | Facility Rentals | |
| Brunett, Glenn | 3.2525 | pamona@a | Operations Manager | Facilities | | 111 |
| Bunn-Marcuse, Katie | 3.5344 | kbunn@a | Bill Holm Center, Managing Editor | Anthropology | Ethnology | 106A |
| Carlisle, Maureen | 3.5591; 3.1922 | carlm3@a | Education Assistant / Geology Volunteer | Education / Geology | Invertebrate Paleontology | 116/18 |
| Case, Todd | 3.8607 | tacase@a | Fiscal Specialist | Administration | | 34 |
| Chavez, Andreas | 5.9866 | aschavez@a | Graduate Student | Biology | Mammalogy | M205B |
| Christopher, Michole | 5.9948 | burkereg@a; redwarf@a | Associate Registrar | Administration | Registrar | 23F |
| Coker, Loribeth | 3.7907 | theburke@a | Receptionist | Visitor Services | | |
| Crawford, Rod | 3.9853 | tiso@a | Curatorial Associate | Biology | Arachnida | 3 & 3 |
| Crowley, Bruce | 3.1856 | bcrowley@a | Fossil Preparator | Geology | | 17 |
| Curio, Alex | 3.4922 | curio.alex@gmail.com | Research Assistant | Museology | | |
| Davis, Olga | 3.5047 | odavis@a | Payroll Coordinator | Administration | | 34 |
| Denton, Steve | 3.7696 | sdenton@a | Program Manager | Anthropology | Archaeology | 29 |
| Deep, Allison | 5.3849 X2 | deepa@a | Collections Assistant | Anthropology | Archaeology | 30 |
| Dillhoff, Rick | 3.0495 | paleobot@a | Curatorial Associate | Geology | Paleobotany | 11 |
| Dillhoff, Tad | 3.0495 | paleobot@a | Curatorial Associate | Geology | Paleobotany | 11 |
| Dobbs, JeeYoung | 3.0421 | jdobbs@a | Annual Fund Associate | Development | | |
| Doike-Foreman, Ric | 6.6286 | jamesdfl@a | Computer Specialist | Computing | | 23B |
| East, Ed | 3.1922 | In T & TH only | Research Associate | Geology | Invertebrate Paleontology | 18 |
| Eng, Ron | 3.6776; 3.8149 | reng@a | Collections Manager | Geology | | 7 |
| Faucett, Rob | 3.1668 | rfaucett@a | Collections Manager | Biology | Ornithology | 20511 |
| Ferguson, Ellen | 3.5115 | | Community Relations Director | Development | | 23C |
| Fortier, Amy | 6.2036 | afortier@a | Event/Rental Coordinator | Visitor Services | Facility Rentals | 10 |
| Froehlich, Daniel | 5.9866 | dfroehl@a | Graduate Student | Biology | Ornithology | M205A |
| Giblin, David | 3.1682 | dgiblin@a | Collections Manager | Biology | Herbarium | 30 HCK |
| Glew, Katherine | 1.6891 | kglew@a | Curatorial Associate, Lichens | Biology | Herbarium | 26 HCK |
| Gnagy, Keely | 3.5591 | keelyann@a | Education Assistant | Education | | 116 |
| Greengo, Robert | | greengo@a | Curator Emeritus | Anthropology | Archaeology | 30 |
| Hall, Katherine | 5.9866 | hallka@a | Graduate Student | Biology | Mammalogy | M205B |
| Hand, Mark | 6.0268 | mrhand@a | Traveling Exhibits Coordinator | Exhibits | | 23F |
| Hayes, Lisa | 6.1437 | lhayes@extn.washington.edu | Museology Office Assistant | Museology | | U-Tower |
| Hayes, Marc | 3.8792 | mhayesrana@aol.com | Affiliate Curator | Biology | Herpetology | |
| Herron, Jon | 6.3953 | herronjc@a | Lecturer | Biology | Ornithology | 205D |
| Hilton, Chas | 3.8465 | chilton1@a | Director of Finance | Administration | | 205A |
| Himes, Chris | 5.9866 | himes@a | Graduate Student | Biology | Mammalogy | M205B |
| Holm, Bill | 3.5595 | bholm@a | Curator, Emeritus | Anthropology | Ethnology | 111 |
| Hood, Larkin | 6.4415 | lnapua@a | Educational Outreach Coord. for Special Projects | Education | | 116A |
| Jarvis, Cassy | 6.5887 | cbeckman@a | Web Services Manager | Administration | Communication | 23 |
| Jolivet, Stephanie | 1.6183 | archy@a | RA, Archy Public Outreach | Anthropology | Archaeology | 29 |
| Keister, Hollye | 6.7318 | burkereg@a; hgunter@a | Registrar | Administration | Registrar | 23F |
| Kenagy, Jin | 6.1781 | kenagy@a | Curator, Mammals | Biology | Mammalogy | 205B |
| Kerr, Kevin | | kakerr@a | Web Specialist | Administration | Communication | 27 |
| Kohn, Alan | 6.4383 | kohn@a | Adjunct Curator | Geology | Malacology | 410KIN |
| Lape, Peter | 5.2282; 5.9364 | plape@a | Curator, Archaeology | Anthropology | Archaeology | 30/DEN 138 |
| Luzius, Rina | 5.7881 | luzius@a | Assistant Collections Manager, Rights & Reproduction Manager | Anthropology | Ethnology | 104 |
| Martin, Ruth | 3.7036 | ruthm2@a | Graduate Student | Geology | Invertebrate Paleontology | 10 |

| | | | | | | |
|---------------------------|------------------------|--------------------------|--|------------------|---------------------------|-------------|
| Marvinney, Sandy | 6.8310, 6.7538 | sandymar@ | Newsletter Editor | Administration | Communication | 27 |
| Maslenikov, Katherine | 3.3816 | pearsonk@ | Collections Manager, Fishes | Biology | Ichthyology | FTR 006 |
| Meyers, Kelly | 3.7696 | kpm2@ | Collections Coordinator | Anthropology | Archaeology | 29 |
| Miller, Janera | 5.5265 | delman@ | Fiscal Tech | Administration | | 34 |
| Morrissey, Kristine | 5.8207 | morriss8@ | Director, Museology | Museology | | 26 |
| Mueller, Leah | 5.0909 | lmuel@ | Museum Shop Buyer | Visitor Services | Museum Shop | 10 |
| Nason, James | 3.9680 | jnason@ | Curator Emeritus | Anthropology | Ethnology | 36 |
| Nesbitt, Liz | 3.5949 | lnez@ | Curator, Invertebrate Paleontology | Geology | Invertebrate Paleontology | 8C |
| Nino, Briana | 5.4339 | brinino@ | Education Outreach Manager | Education | | 116 |
| Noble, Megan | 5.3849 X2 | megnoble@ | Asst. Collections Manager NAGPRA Coordinator | Anthropology | Archaeology | 29 |
| O'Donnell, Anna | 3.9539 | ac@ | Director of Development | Development | | 5A |
| O'Donnell, Wilson | 3.4642 | wilsonod@ | Lecturer, Museology Program | Museology | | U-Tower |
| Olmstead, Richard | 3.8850 | olmstead@ | Associate Director of Research / Curator, Botany | Biology | Herbarium | 424 HCK |
| Pelham, Jon | 3.9853 | | Curatorial Associate | Biology | Lepidoptera | 3 & 3 |
| Pelz, Ruth | 6.1550 | ruthpelz@ | Manager, Foundation and Corporate Relations | Development | | 23 |
| Pepin, Leah | 6.3962 | pepinl@ | Weekend Lead | Visitor Services | | |
| Phillips, Laura | 5.3849 X2 | lphill@ | Collections Manager | Anthropology | Archaeology | 29 |
| Pietsch, Ted | 3.8923 | twp@ | Curator, Fishes | Biology | Ichthyology | FTR 201/204 |
| Prentice, Adelina | 3.7036 | adelip@ | Graduate Student | Geology | Invertebrate Paleontology | 10 |
| Procel, Maya | 6.8280 | procel@ | Museology Program Administrator | Museology | | U-Tower |
| Quinn, Diane | 5.7154 | aliceo@ | Director of Education | Education | | 116A |
| Rausch, Robert | 5.7417 | | Adjunct Curator | Biology | Mammalogy | M205B |
| Rausch, Virginia | 5.7417 | | Affiliate Curator | Biology | Mammalogy | M205B |
| Richards, Brian | 1.7083 | brianr@ | Director of Visitor Services | Visitor Services | | 111/201 |
| Richards, Courtney | 3.7036 | cdr8@ | Curatorial Assistant | Geology | Vertebrate Paleontology | 11 |
| RSVP, Development | 3.5689 | burkemem@ | RSVP Line | Development | | |
| Rohwer, Sievert | 3.4066 | rohwer@ | Curator, Birds | Biology | Ornithology | 205C |
| Sander, Carl | 6.6473 | casander@ | Public Programs Manager | Education | Public Programs | 116A |
| Schipper, Paul | 6.6223 | pws4@ | Museum Specialist | Exhibits | | 115 |
| Sidor, Christian | 1.4181; 1.3285 | casidor@ | Curator, Vertebrate Paleontology | Geology | Vertebrate Paleontology | 8A |
| Slettebak, Am | 3.5954 | asletteb@ | Curator, Exhibits | Exhibits | | 114 |
| Stein, Julie K. | 3.2784 | jkstein@ | Director | Administration | | 115 |
| Stetter, Timothy | 3.5591 | stetter@ | Environmental Education Coordinator | Education | | 116 |
| Strömberg, Caroline | 3.0495 | caestrom@ | Curator, Paleobotany | Geology | Paleobotany | 11 |
| Swales, Jude | 3.7036 | jswales@ | Scientific Illustrator | Geology | Vertebrate Paleontology | 10 |
| Swan, Julia | 6.7538 | burkepr@ | Public Relations Coordinator | Administration | Communication | 27 |
| Tollefson, Sarah pager | 3.2525 206.560.1746 | aberyst@ | Operations Manager | Facilities | | 111 |
| Waggoner, Jami | 3.5591 | jamiw@ | Education Assistant | Education | | 116 |
| Welch, Corey | 5.9866 | cwelch@ | Graduate Student | Biology | Mammalogy | M205B |
| Whiteman, Andrew | 5.1731 | andrewt@ | Exhibit Designer | Exhibits | | 115 |
| Whorley, Josh | 5.9866 | jwhorley@ | Graduate Student | Biology | Mammalogy | M205B |
| Wilkstrom, Brom | 3.7907 | bawilstrom@earthlink.net | Receptionist | Visitor Services | | |
| Williams, David | 3.5591 | dbw2@ | Education Assistant | Education | | 116 |
| Wilson, Greg | 3.8917 | gpwilson@ | Adjunct Curator, Vertebrate Paleontology | Geology | Vertebrate Paleontology | 428 KIN |
| Witte, Bev | 3.1922 | | Curatorial Associate | Geology | | 18 |
| Wolcott, Melissa | 6.3962 | paleomelissa@gmail.com | Museum Shop Lead | Visitor Services | Museum Shop | |
| Wood, Chris | 3.1668 | puffinus@ | Collections Manager | Biology | Ornithology | 205H |
| Wright, Robin K. | 3.5595 | wright@ | Curator, Native American Art | Anthropology | Ethnology | 111 |
| Yang, Dou | 5.9866 | dsyang@ | Graduate Student | Biology | Mammalogy | M205B |
| Younger, Erin | 3.5235 | eyounger@ | Associate Director | Administration | | 23D |
| Yowson, Tania | 6.1437 | tyow@ | Instructional Tech. 2 | Museology | | U-Tower |
| Zick, Carolyn | 3.5570 | czick@ | Administrative Assistant to Director | Administration | | 115 |

Appendix D UW Emergency Telephone Numbers

| | |
|--|----------|
| Accident/Incident Reports (OARS) | 543-7388 |
| Air Pollution | 685-9036 |
| Animals (sick/injured/dead) | 543-7388 |
| Asbestos Safety | 543-7388 |
| Biological Safety Cabinets | 543-0465 |
| Biosafety Hazards | 221-7770 |
| Bloodborne Pathogen Exposures | 221-7770 |
| Building Evacuation Planning | 543-0465 |
| Calibrations for Radiation Detection Instruments | 543-0463 |
| Chemical Hazards (Worker Right-to-Know) | 543-7388 |
| Chemical Inventories | 543-0467 |
| Chemical Spills | 543-0467 |
| Confined Spaces | 543-7388 |
| Cranes and Hoists | 543-7388 |
| Disposal (see Waste Disposal) | |
| Diving Safety (Research) | 221-7770 |
| Dosimetry Services | 543-0463 |
| Drug Testing | 543-7388 |
| Earthquake Preparation | 543-0465 |
| Electrical Safety | 543-7388 |
| Electromagnetic Radiation | 543-0463 |
| Emergencies | |
| Campus | 911 |
| UW Medical Center | 911 |
| Harborview Medical Center | 911 |
| Environmental Stewardship | 616-5835 |
| Ergonomics | 543-7388 |
| Explosion Reporting - Not Emergency Response | 543-0465 |
| Fall Prevention | 543-7388 |
| Fire Safety | 543-0465 |
| Fire Safety Equipment Repair | 685-1411 |
| Fire/Building Code Consultations | 543-0465 |
| Food Poisoning | 543-7388 |
| Food Service Area | 543-7388 |
| Forklift Safety | 543-7388 |
| Freezer Purchase | 543-0465 |
| Fume Hood Monitoring and Use | 543-0465 |
| Gas Cylinder Leaks | 543-0467 |
| General Health and Safety Information | 543-7388 |
| Hazardous Materials Storage | 543-0465 |
| Hazardous Material | 543-0465 |
| Hazardous Waste (see Waste Disposal) | |
| Health/Safety Plans | 543-7388 |
| Hospital Health and Safety: | |
| UW Medical Center | 598-4645 |
| Harborview Medical Center | 731-8742 |
| Hospital Radiation Safety | 543-0463 |
| Indoor Air Quality (Odors) | 543-7388 |
| Industrial Hygiene | 543-7388 |
| Industrial Insurance Claim: Worker's Compensation (Risk Management) | 543-0183 |
| Labor and Industries Inspections | 543-7388 |
| Laboratory Safety: General | 543-7388 |
| Lasers | 543-0463 |
| Lead Safety | 543-7388 |

| | |
|--|----------|
| Lockout/Tag Out | 543-7388 |
| Medical Surveillance 2 | 543-7388 |
| MyChem | 543-0467 |
| Material Safety Data Sheets (MSDSs)/Inventory | 543-7388 |
| Noise/Hearing Conservation | 543-7388 |
| Occupational Health Nurse (EH&S site visits, training) | 221-7770 |
| Odors: Indoor Air Quality | 543-7388 |
| Personal Protective Equipment | 543-7388 |
| Pest Control | 543-7388 |
| Pressure Systems (vessels, cylinders, sterilizers, etc.) | 543-7388 |
| Radiation Safety | 543-0463 |
| Radioactive Orders/Deliveries | 543-0463 |
| Respirator Selection and Fit Testing | 543-7388 |
| Safety | |
| General Campus, Health Sciences | 543-7388 |
| UW Medical Center | 598-4645 |
| Harborview Medical Center | 731-8742 |
| Sanitation | 543-7388 |
| Scaffold Safety | 543-7388 |
| Sewer Disposal | 616-5835 |
| Sharps Disposal | 221-7770 |
| Shipping & Transporting | |
| Biological/Infectious Materials | 685-2849 |
| Hazardous Materials | 685-2849 |
| Radioactive Materials | 543-0463 |
| Spills | |
| Biological | 221-7770 |
| Chemical - Advice | 616-5835 |
| Chemical - Emergency Assistance | 911 |
| Radioactive | 543-0463 |
| Swimming Pool Sanitation | 543-7388 |
| Surveys | 543-6328 |
| Radiation | 543-0463 |
| Prevention Team | 543-0465 |
| Training | |
| Health and Safety | 543-7201 |
| Radiation Safety | 543-0463 |
| Ultraviolet Light | 543-0463 |
| Waste Disposal | |
| Biological/Infectious | 221-7770 |
| Chemical Waste | 616-5835 |
| Mixed Waste | 616-5835 |
| Radioactive | 543-0463 |
| Sharps/Needles | 221-7770 |
| Water Quality - Drinking | 543-7388 |
| Water Quality - Storm | 685-3759 |

Appendix E Emergency Collections Management Telephone Numbers

APPENDIX F Appraiser Referral List

Museum Policy

Staff members of the Burke Museum of Natural History and Culture may examine artifacts brought to the Museum by the public and give opinions on such matters as age, provenience and function. Under no circumstances will a staff member make an appraisal of artifact value for insurance, commercial or other purposes. We encourage people to contact our Curators, who would be happy to share their knowledge on objects of interest within their discipline.

Choosing an Appraiser

In cases involving potential gifts to the Museum, IRS regulations require that a disinterested third party perform appraisals of tax-deductible gifts to non-profit institutions. Currently, there is no legal certification of personal property appraisers and no government-required testing for the profession. There are, however, codified standards.

The American Society of Appraisers can provide you with a state-by-state list of accredited appraisers arranged by subject category. Most appraisers charge rates based on hourly fees. A feasibility study may be requested of the appraiser to determine whether an appraisal is warranted. The cost of an appraisal might be tax-deductible in the case of charitable contributions. To find out specific requirements for claims, please contact the IRS or a tax accountant.

For more information contact, please contact:
American Society of Appraisers (ASA)

(800) 272-8258

www.appraisers.org

Contact Information

This list is not all-inclusive and does not indicate any preferences by the Museum. Interested individuals are encouraged to seek additional listings by the ASA or to consult the yellow pages.

Natural History Specimens

Wildlife specimens:

Many laws regulate the possession of wildlife specimens (whole animals and partial specimens). It is often illegal to possess such specimens without a state- or federal-issued permit. These laws can vary by state, by the type of specimen possessed, by the date at which the specimen was acquired, or by other factors.

Burke Museum staff cannot give legal advice regarding possession of wildlife specimens. If you are in possession of such a specimen and are unsure of the legal issues, you should contact:

Washington Department of Fish and Wildlife
Enforcement Program
web@dfw.wa.gov

(360) 902-2936

enforcement-

Archaeological Artifacts

Although it is possible to collect and sell some artifacts lawfully, trade in antiquities – including legal trade – creates a market for looted objects. There are a number of state and federal laws that protect archaeological sites in the state of Washington, and govern the sale of any resulting artifacts and their movement across state and international borders.

To learn more about these laws visit:

<http://www.washington.edu/burkemuseum/collections/archaeology/artifactid.php>

General Reference

American Society of Appraisers
Appraisers Association of America, New York
International Society of Appraisers

(800) 272-8258

(212) 889-5404

(206) 241-0359

www.appraisers.org

www.appraisersassoc.org

www.isa-appraisers.org

In the event of an emergency, museum staff may contact:

Conservators

Note: This list is not an endorsement of these conservators or vendors.

Frames

| | | |
|--------------------------------|--------------|--|
| Artech Fine Art Services | 206-728-2124 | www.artechseattle.com |
| Charles Douglas Gilding Studio | 206-795-8376 | |
| Plasteel Frames | 206-324-3379 | www.plasteelframes.com |

Furniture

| | |
|--------------------|--------------|
| Andrew Todd (wood) | 604-947-2617 |
|--------------------|--------------|

Objects

| | |
|-------------------------|--------------|
| Alice Bear | 206-323-5219 |
| Tamsen Fuller | 503-752-1475 |
| Emily Hartley (baskets) | 253-564-0238 |
| Patricia Leavengood | 206-568-3431 |
| Linda Roundhill | 425-481-0720 |
| Jonathan Taggart | 207-371-2099 |

Paintings

| | |
|---------------------|--------------|
| Chiara Carcano-Carl | 206-301-9447 |
| Peter Malarkey | 206-548-0735 |
| Bruce Miller | 425-881-3969 |

Paper

| | |
|----------------|--------------|
| Alice Bear | 206-323-5219 |
| Sarah Melching | 206-324-5838 |
| Jack Thompson | 503-735-3942 |

Photographs

| | |
|----------------|--------------|
| Sarah Melching | 206-324-5838 |
|----------------|--------------|

Taxidermy

| | |
|---------------|--------------|
| Tamsen Fuller | 503-752-1475 |
| Eugene Makela | 206-878-7391 |

Textiles

| | |
|----------------|--------------|
| Gina Bianco | 212-740-5352 |
| Harold Mailand | 317-266-8398 |
| Sandra Troon | 503-292-5125 |

Storage Facilities

| | | |
|---------------------------|--------------|--|
| Artech Fine Art Services | 206-728-2124 | www.artechseattle.com |
| National Security Centers | 425-454-7233 | |

Emergency Supplies

| | |
|------------------------------------|--------------|
| Emergency Supplies for Collections | 206-322-4181 |
|------------------------------------|--------------|

Appraisers

Note: This list is not an endorsement of these appraisers or vendors.

General

| | | |
|-------------------------------------|--------------|--|
| American Society of Appraisers | 800-272-8258 | www.appraisers.org |
| Appraisers Association of America | 212-889-5404 | www.appraisersassoc.org |
| International Society of Appraisers | 206-241-0359 | www.isa-appraisers.org |
| Paula Tharp | 206-527-9138 | |
| Lynn McAllister | 206-467-0277 | |

Contemporary Alaskan Art & Western Paintings

| | | |
|---|--------------|--|
| Braarud Fine Arts | 360-466-4416 | www.braarudfineart.com |
| (non-native Alaskan artists, post Civil War to WW II) | | |

Asian

| | | |
|------------------------|--------------|--|
| Chidori Asian Antiques | 206-343-7736 | www.chidoriasianart.com |
| Crane Gallery | 206-298-9425 | www.cranegallery.com |
| Honeychurch Antiques | 206-622-1225 | www.honeychurch.com |
| Marvel on Madison | 206-624-4225 | |

Folk Art

| | | |
|-------------------------------|--------------|--|
| Robert Elam, Between Cultures | 206-523-0053 | |
|-------------------------------|--------------|--|

Latin American

| | | |
|---------------------------|--------------|--|
| La Tienda | 206-297-3605 | |
| Leslie Grace | 206-323-6668 | |
| Milagros Mexican Folk Art | 206-464-0490 | www.milagrosseattle.com |

Native American

| | | |
|------------------------------------|--------------|--|
| Curtright & Son Tribal Art | 253-383-2969 | |
| The Legacy Gallery | 206-624-6350 | www.thelegacyltd.com |
| Snow Goose Gallery | 206-523-6223 | www.snowgooseart.com |
| Paula Tharp | 206-527-9138 | |
| Scott Zema, Art Limited Appraisals | 425-486-6310 | |

Melanesian

| | | |
|--------------------|--------------|--|
| Lewis/Wara Gallery | 206-405-4355 | www.lewiswara.com |
|--------------------|--------------|--|

Western and Middle Eastern

| | | |
|------------------------|--------------|--|
| Chidori Asian Antiques | 206-343-7736 | www.chidoriasianart.com |
|------------------------|--------------|--|

Auction Houses

| | | |
|----------------------------------|--------------|--|
| Bonhams & Butterfields | 415-861-7500 | www.butterfields.com |
| Christie's Fine Art Auctioneers | 212-546-1000 | www.christies.com |
| Skinner Auctioneers & Appraisers | 617-350-5429 | www.skinnerinc.com |
| Seattle Auction House | 206-764-4444 | seattleauctionhouse.com |
| Sotheby's | 800-813 5968 | www.sothebys.com |

APPENDIX G Supplies

1. Emergency Supplies Kits

The museum should assemble several Emergency Supplies Kits.
Emergency Supplies Kits are designed to assist recovery workers in conserving objects.

Each kit should include:

- (1) flashlights and fresh batteries
- (2) pencils and permanent black magic markers (*Sharpie*)
- (3) large string tags and a package of 3 x 5 index cards or pad of *Post-it* notes
- (4) damage report forms
- (5) a clip board and yellow note pads
- (6) a box of paper clips
- (7) a box of baby wipes and a roll of paper towels
- (8) flagging tape
- (9) five or six pairs of cotton gloves and heavy work gloves
- (10) dust masks
- (11) aprons or laboratory coats with many pockets
- (12) Polaroid *Spectra* camera and film
- (13) hand tools (screwdriver, pliers, hammer, etc.)
- (14) utility knife and blades
- (15) tape measure
- (16) plastic sheeting
- (17) archival-quality plastic *zip-loc* type bags
- (18) strapping tape

Kits should be located in Archaeology, Ethnology, Exhibits, Geology, Registrars' Office, and Zoology.

The Facilities Manager shall develop and follow a regular schedule for testing and replacing batteries, magic markers, etc., in the Emergency Supplies Kits.

2. Registrars' Emergency Supplies Kit

The registrars should assemble a Registrars' Emergency Supplies Kit, which will be located in the registrars' office and shall be kept for emergency use only.

In most instances, these supplies will be duplicates of tools that are available in the museum exhibit shop. The objective is to have a second set of tools available for emergency situations.

The Registrars' Emergency Supplies Kit should include all the items in a regular Emergency Supplies Kit, plus:

- (1) pliers (lineman's, needle nose, *CHANNELLOCK*, and *Vise-Grips*)
- (2) wrenches (pipe & adjustable)
- (3) wire cutters with insulated handles
- (4) string and rope
- (5) bolt cutters

3. Emergency Clean-up Supplies

Custodial supplies for removing debris and for cleaning storage furniture and surfaces should be available. Supplies and equipment will be stored in equipment lockers on each floor.

The custodians should ensure that the custodial closets are stocked with the following items:

- (1) low-sudsing detergents, bleaches, ammonia
- (2) scouring powders or cleaners, glass cleaner
- (3) disinfectants, fungicides
- (4) rubber gloves
- (5) brooms, dust pans, mops and buckets
- (6) paper towels, sponges, rags
- (7) garbage bags
- (8) vacuum cleaner

4. The following items would be stored in emergency lockers on each floor.

COMMUNICATIONS

| | |
|--------------------|---|
| walkie-talkie unit | 3 |
|--------------------|---|

ELECTRICAL EQUIPMENT

APPLIANCES

| | |
|--------------|----|
| dehumidifier | 18 |
| fan | 18 |

GENERATORS

| | |
|---------------------------|---|
| generator and fuel supply | 1 |
|---------------------------|---|

LIGHTING EQUIPMENT

| | |
|--------------------------------|----|
| cord, 50 ft extension | 3 |
| cord, 100 ft extension | 3 |
| cord, 250 ft extension/caddy | 3 |
| flashlight | 3 |
| flashlight battery | 24 |
| head lamp | 12 |
| head lamp bulbs | 12 |
| head lamp power cell (lithium) | 12 |
| multi-tap outlet | 3 |
| trouble light | 6 |
| water tight connector | 12 |
| water tight plug | 12 |

FASTENING MATERIAL

| | |
|-----------|----------|
| duct tape | 12 rolls |
|-----------|----------|

FIRE FIGHTING EQUIPMENT

| | |
|--------------------|------------------------|
| come along, 10 ton | 2 (basement & floor 2) |
| fire axe | 3 |
| fire axe sheath | 3 |

| | |
|---------------------------------------|------------------------|
| pick head axe | 3 |
| pike pole | 2 (basement & floor 2) |
| pike pole bracket | 2 (basement & floor 2) |
| FIRST AID SUPPLIES | |
| body bag | 6 |
| folding stretcher | 3 |
| fluorescent pouches/wool blanket | 12 |
| FOOD AND WATER | |
| one week supply | 50 people |
| MOVING EQUIPMENT | |
| dolly | 6 |
| hand truck | 3 |
| PHOTOGRAPHIC EQUIPMENT | |
| Polaroid <i>Spectra</i> Camera | 3 |
| <i>Spectra</i> film | 15 packs |
| PROTECTIVE CLOTHING | |
| dust mask | 3 boxes |
| gloves, latex | 200 |
| gloves, work gloves | 36 |
| goggles | 9 |
| hardhats | 18 |
| jumpsuit | 9 |
| rubber boots | |
| size 8 | 3 |
| size 10 | 3 |
| size 12 | 3 |
| ROPE | |
| rope, nylon (1/2 in X 200 ft) | 3 |
| rope, polypropylene (3/8 in X 300 ft) | 3 |
| rope ladder | 2 (mezzanine) |
| TOOLS | |
| HAND TOOLS | |
| allen wrench set, english | 3 |
| allen wrench set, metric | 3 |
| bar clamp | 6 |
| <i>Beaver</i> ring cutter | 2 (basement & floor 2) |
| bolt cutter (18 in) | 1 |
| C clamp (12 in) | 12 |
| chain cutter | 3 |
| chisel and punch set | 3 |
| crow bar | 3 |
| file, half round bastard | 3 |
| hammer, 1 lb claw | 3 |
| hammer, 3 lb | 3 |
| hammer, 10 lb sledge | 3 |

| | |
|---------------------------------------|----------|
| knife, utility | 6 |
| knife, utility knife blades | 3 boxes |
| (HAND TOOLS, cont.) | |
| nails | assorted |
| pliers, adjustable <i>CHANNELLOCK</i> | 3 |
| pliers, lineman's | 3 |
| pliers, locking <i>Vise-grip</i> | 3 |
| pliers, needle nose | 3 |
| pry bar | 3 |
| saw, hacksaw | 3 |
| saw, handsaw | 3 |
| saw, keyhole | 3 |
| screwdriver, multi-bit set | 3 |
| screwdriver, set | 3 |
| screws | assorted |
| shovel | 4 |
| snips | 3 |
| staple gun | 6 |
| staples | 6 boxes |
| tape measure, 20 ft | 3 |
| tape measure, 50 ft | 3 |
| tool container | 3 |
| wrench, adjustable 6 in | 3 |
| wrench, adjustable 10 in | 3 |
| wrench, pipe, 10 in | 3 |
| wrench, pipe, 14 in | 3 |
| wrench, ratchet set, english | 3 |
| wrench, ratchet set, metric | 3 |

POWER TOOLS

| | |
|-----------------------|----|
| hammer drill and bits | 1 |
| <i>Sawzall</i> | 1 |
| <i>Sawzall</i> blades | 12 |

WATER REMOVAL EQUIPMENT

| | |
|-------------------------------|---------|
| bucket, 5 gallon | 9 |
| bucket, 22 gallon (w/casters) | 3 |
| sponge | 36 |
| squeegee and refill | 6 |
| towel | 3 cases |
| turkey baster | 6 |
| wet/dry vacuum (25 gal) | 1 |

MISCELLANEOUS EQUIPMENT

| | |
|---------------|---|
| ladder, 10 ft | 3 |
| WD-40 | 3 |

CONSERVATION MATERIAL

The following supplies would be stored in each division.

(1) acetone, alcohol, and mineral spirits

- (2) acid-free tissue paper
- (3) acid-free papers and envelopes
- (4) *ethafoam*
- (5) drying screens

EMERGENCY PROCEDURES

DIAL 911



EMERGENCY: 911

UW POLICE NON-EMERGENCY: 3-9311

FACILITIES MANAGERS: 3-2525

FACILITIES PAGERS:

Jim Brems 9-206-587-9719

Glenn Brumett 9-206-997-6184

Sarah Tollefson 9-206-560-1746

July 2008

1. Remain calm.
2. Assess the situation.
3. Get help. Call 911 or pull the nearest fire alarm.
4. If you do not have first aid training, get help. Many museum staff members have first aid and/or CPR training (see Complete Phone List).
5. Do not move an injured person unless there is imminent danger.
6. Try to keep the injured person calm. Avoid unnecessary conversation about the person's condition.
7. Notify your supervisor and the Facilities Manager (see Complete Phone List).

MEDICAL EMERGENCY

1. Remain calm.
2. If necessary, provide assistance to others.
3. If you are in a darkened area, move cautiously to a lighted area. The museum has an emergency lighting system, and lighted "EXIT" signs mark exits.
4. Be prepared to evacuate the building. Be sure to secure the area.
5. Notify the Facilities Manager (see Complete Phone List).
6. Call 911. The dispatcher will coordinate university response.

POWER OUTAGE

1. Remain calm.
2. Do not touch or disturb the object. Keep people away from the object.
3. Call 911.
4. Notify the Facilities Manager (see Complete Phone List).
5. Notify your supervisor.
6. Be prepared to evacuate the building.

SUSPICIOUS OBJECT

1. Remain calm.
2. Notify the Facilities Manager (see Complete Phone List).
3. If necessary, call 911. The dispatcher will coordinate university response.
4. Notify your supervisor.
5. If there are electrical equipment or outlets in the area of the leak, be careful. Be prepared to evacuate the area.
6. Do what you can **to stop the flow of water**.
The priority is **personal safety!** Do not endanger yourself.
7. Do what you can **to protect the collections**.
The priority is **personal safety!** Do not endanger yourself.

FLOODING / WATER DAMAGE

1. Remain calm.
2. Pull the nearest fire alarm or call 911.
3. Be prepared for further explosions.
4. Get under a table or desk.
5. Stay away from windows, bookcases, cabinets, overhead light fixtures, and electrical equipment.
6. Do not move injured persons unless they are in imminent danger.
7. Open doors carefully. Watch for falling objects.
8. Do not use the elevator.
9. Do not use matches or lighters.
10. Avoid using radios.
11. Avoid using the telephone.
12. Evacuate the building. Gather at the central reporting area (the southeast corner of the N-1 parking area, near the bus parking area).
13. Do not spread rumors.

EXPLOSION

During an earthquake:

1. Remain calm.
2. Stay inside the building.
3. Get under a table or desk.
4. Stay away from windows, bookcases, cabinets, overhead light fixtures and electrical equipment.

After an earthquake:

1. Remain calm.
2. Be prepared for aftershocks.
3. Evacuate the building. Gather at the central reporting area (the southeast corner of the N-1 parking area, near the bus parking area). If there are people who are unable to evacuate the building, help them move to one of the stairwells. **Report their location** to the Facilities Manager or to Seattle Fire Department personnel, who will assist in their evacuation.
4. Do not move injured persons unless they are in imminent danger.
5. Open doors carefully. Watch for falling objects.
6. Do not use the elevator.
7. Avoid using the telephone.

EARTHQUAKE

1. Remain calm.
 Ash fall will be the major problem.
2. Stay inside the building.
3. Notify the Facilities Manager (see Complete Phone List).
 The building ventilation system should be shut down to prevent intake of ash.
4. Wear a dust mask.
5. Do what you can to protect the collections from the ash fall.
6. Cover all electronic and delicate equipment.
7. Avoid using the elevator.
8. Avoid using the telephone.

VOLCANIC ERUPTION

1. Remain calm.
2. Do **NOT** attempt to resist or physically confront the person.
The priority is **personal safety**! Do not endanger yourself.
In the case of a suspicious person: establish eye contact, ask if you can help them.
3. Call 911.
4. Keep a safe distance. Note the person's direction of travel.
Attempt to obtain as much information as possible

Distinguishing characteristics to watch for:

Gender
Age
Height
Weight
Ethnicity
Body type

Hair color
Hair style
Clothing
Shoes
Jewelry
Distinguishing marks (scars, tattoos)

5. **Do not block** the person's access to an exit.
6. Notify the Facilities Manager (see Complete Phone List).

CRIMINAL ACTIVITY

1. Remain calm.
2. Call 911 AND pull an alarm.
3. Use a fire extinguisher only to ensure escape. Do not allow the fire to come between you and the exit. **Check the Floor Plans for the location of fire extinguishers in your area.**
 - Only use a **red** fire extinguisher for electrical or chemical fires.
 - Use a **silver** (water-based) fire extinguisher for non-electrical, non-chemical fires.
4. Evacuate the building. Ensure that those people who require special assistance are evacuated or moved to a safe area. If they cannot be evacuated, be sure to notify Fire or Police department personnel of their location. Gather at the central reporting area (the southeast corner of the N-1 parking area, near the bus parking area). Report the location of people left in the safe area to the floor warden.
5. If there is smoke, stay low.
6. Do not open a **hot** door. Check doors before opening them. If necessary, use an alternate exit.
7. Notify the Facilities Manager (see Complete Phone List).
7. Notify your supervisor.

FIRE

Chemical Spill

1. Remain calm.
2. Assess the situation.
If you come in contact with chemicals, flush the affected areas with clean water.
Get help. Flush for several minutes. Chemical burns to the **eyes**: flush for 20 minutes.
3. If necessary, evacuate **your area** of the building.
4. Notify your supervisor.
5. Notify the Facilities Manager (see Complete Phone List).
6. The Facilities Manager will determine whether to evacuate the building. If evacuated, gather at the central reporting area (the southeast corner of the N-1 parking area, near the bus parking area).

Chemical Fire

1. Remain calm.
2. Evacuate the area. Do not open a **hot** door. Check doors before opening them.
If necessary, use an alternate exit.
3. Use a **red** fire extinguisher only to ensure escape. Do not allow the fire to come between you and the exit. **Check the Floor Plans for the location of fire extinguishers in your area.**
4. Call 911 AND pull an alarm.
5. Notify your supervisor.
6. Notify the Facilities Manager (see Complete Phone List).
7. Evacuate the building. Gather at the central reporting area (the southeast corner of the N-1 parking area, near the bus parking area).

CHEMICAL SPILL / FIRE

1. Remain calm.
2. Attempt to obtain as much information as possible. Write down the details.

QUESTIONS TO ASK

1. When will the bomb explode?
2. Where is the bomb?
3. What does the bomb look like??
4. What kind of bomb is it?
5. What will cause the bomb to detonate?
6. Did you place the bomb? Why?
7. What is your name?
8. What is your address?

EXACT WORDING OF THE THREAT

DETAILS TO WRITE DOWN

Caller's gender:
 Caller's accent:
 Caller's approximate age:
 Date of call:
 Length of call:
 Remarks:

CALLER'S VOICE

- ☐ calm
- ☐ angry
- ☐ excited
- ☐ slow
- ☐ rapid
- ☐ soft
- ☐ loud
- ☐ laughing
- ☐ crying
- ☐ normal
- ☐ distinct
- ☐ slurred
- ☐ nasal
- ☐ stuttering
- ☐ lisped
- ☐ raspy
- ☐ deep
- ☐ ragged
- ☐ cracking
- ☐ distorted
- ☐ accented
- ☐ breathing heavily
- ☐ clearing throat
- ☐ familiar
- If familiar, whose voice is similar?

BACKGROUND SOUNDS

- ☐ office machinery
- ☐ factory machinery
- ☐ street noises
- ☐ restaurant or kitchen noises
- ☐ voices
- ☐ PA system
- ☐ music
- ☐ household noises
- ☐ running motor
- ☐ animal noises
- ☐ clear/no background sound
- ☐ static on line
- ☐ local call
- ☐ long distance call
- ☐ telephone booth
- ☐ cell phone
- ☐ other

CALLER'S LANGUAGE

- ☐ well spoken
- ☐ message is read
- ☐ profane
- ☐ irrational
- ☐ incoherent
- ☐ rambling
- ☐ taped

3. Notify your supervisor.
4. Notify the Facilities Manager (see Complete Phone List).
5. Call 911 AND pull an alarm. Evacuate the building.

BOMB THREAT

If you notice an alarm going off on the panel:

1. Notify Facilities Manager immediately (see Complete Phone List).
2. The Facilities Manager will determine if the UW police should be called.
3. Wait at the panel for the Facilities Manager and/or the police to arrive. Make sure to have your photo ID, UW employee Husky card or orange building use permit card (if non-employee) ready.
4. If police arrive, have your IDs ready, identify yourself immediately, don't make any sudden or odd movements, and show them due respect. They are armed and sometimes nervous if they think there may have been a break-in or theft.

If you set off an alarm yourself:

1. Notify Facilities Manager immediately (see Complete Phone List).
2. Wait at the back desk with your photo ID, UW employee Husky card or orange building use permit card (if non-employee). Wait for the Facilities Manager and/or police to arrive.
3. If police arrive, have your IDs ready, identify yourself immediately, don't make any sudden or odd movements, and show them due respect. They are armed and sometimes nervous if they think there may have been a break-in or theft.

BURGLAR ALARMS

1. Get help. Call 911.

- A) In the event of a **life threatening emergency**, call 911 or pull the nearest fire alarm. When calling 911, do not hang up until the dispatcher ends the call.

While you're waiting for professional help, administer first aid. If you do not have training, summon help. Many staff members have CPR and/or First Aid training (see Complete Phone List).

First aid kits are located:

| | |
|------------|--|
| Basement: | hallway near elevator |
| 1st Floor: | mailroom, stairway #3 (near facilities office), Ethnology division |
| 2nd Floor: | admissions desk, Zoology division |
| Mezzanine: | none |

- B) In the event of **less serious situations**, call the University Police at 3-9331.

2. Call your supervisor and the Facilities Manager. (see Complete Phone List)

3. Fill out an Accident/Incident Report.

- A) Obtain an Accident/Incident Report form from Facilities Manager or print one off the Intranet (<http://www.washington.edu/burkemuseum/Intranet/>).
- B) Fill out the report form as soon as possible, while your memory of the details is still fresh, and return it to the Facilities Manager.

EMERGENCY PROCEDURES

Emergency: 911

UW Police non-emergency: 3-9331

Facilities Managers: 3-2525

Facilities pager numbers:

Jim Brems: 206-587-9719
Glenn Brumett: 206-997-6184
Sarah Tollefson: 206-560-1746

Wait for the beep, enter the number you are using, press the # key, hang up and wait for a reply. Do not tie up the same line with other calls if you expect a call back from a page.

Safety Coordinator (Hollye Keister): 6-7318

Safety Committee Members

Jim Brems: 3-2525
Rob Faucett: 3-1668
Brian Richards: 1-7083
Hollye Keister: 6-7318
Diane Quinn: 5-7154
Sarah Tollefson: 3-2525

First Aid/CPR Certified Staff

Sharon Birks: 3-1668
Ron Eng: 3-6776 or 3-8149
Rob Faucett: 3-1668
David Giblin: 3-1682
Hollye Keister: 6-7318

Floor Wardens

Check the Floor Plans for your area.

First Aid Kits are located:

Basement: hallway near elevator
1st Floor: mailroom, stairway #3 (near facilities office), Ethnology division
2nd Floor: admissions desk, Zoology division
Mezzanine: none

Fire Extinguishers are located:

Check the Floor Plans for your area.

COMPLETE PHONE LIST

General Guidelines

1. When an alarm sounds, you **must** evacuate at once. Never assume a false alarm. **Check the Floor Plans for specific evacuations guidelines for your area of the building.**
2. If you detect fire or other life threatening emergency, pull the nearest fire alarm or call 911.
3. If possible, notify Facilities Manager (see Complete Phone List)
4. **In the event of fire, use fire extinguishers to ensure safe exit; do not stay to fight the fire. Do not allow the fire to come between you and the exit. Check the Floor Plans for the location of fire extinguishers in your area.**
5. Shut all doors as you leave an area.
6. Do not open a **hot** door. Check doors before opening them. If necessary, use an alternate exit.
7. If there is smoke, stay low.
8. If no floor warden is present, the last person should make a cursory check of the area.
9. Do not use the elevator.
10. Remember that some people may require special assistance (e.g., children and the elderly). If there are people who are unable to evacuate the building, help them move to an area of safe refuge; for example, one of the stairwells. **Report their location** to the floor warden or to Seattle Fire or Police Department personnel who will assist in their evacuation.

Outside Assembly Area

1. Central Reporting Area: Gather at the southeast corner of the N-1 parking area, near the bus parking area.
2. **Notify** the Facilities Manager if any people have been left in the building in an area of safe refuge (e.g. one of the stairwells). Also report any individuals that you believe are unaccounted for.

Building Floor Plans

The following pages include floor plans for each level of the building, with specific guidelines for evacuation of each level and the assigned floor wardens.

EVACUATION PROCEDURES / FLOOR PLANS

The Burke Museum of Natural History and Culture
University of Washington

Disaster Preparedness Plan



Emergency: 911

UW Police Non-Emergency: 5-UWPD (5-8973)
TTY: 9-206-543-3323

Burke Facilities Managers: 3-2525

Jim Brems (pager): 9-206-587-9719
Glenn Brumett (pager): 9-206-997-6184
Sarah Tollefson (pager): 9-206-560-1746

Prepared by:
J. Brems, J. Davis, H. Keister, D. Quinn, B. Richards, S. Tollefson

*Last revised March 2008
Rev. April 1999
Dev. October 1995*

1. Get help. Call 911.

- A) In the event of a **life threatening emergency**, call 911 or pull the nearest fire alarm. When calling 911, do not hang up until the dispatcher ends the call.

While you're waiting for professional help, administer first aid. If you do not have training, summon help. Many staff members have CPR and/or First Aid training (see Complete Phone List).

First aid kits are located:

| | |
|------------|--|
| Basement: | hallway near elevator |
| 1st Floor: | mailroom, stairway #3 (near facilities office), Ethnology division |
| 2nd Floor: | admissions desk, Zoology division |
| Mezzanine: | none |

- B) In the event of **less serious situations**, call the University Police at 5-8973.

2. Call your supervisor and the Facilities Manager.

Weekdays:

Sarah Tollefson: 3-2525; pager: 206-560-1746

Weekends and Nights:

Jim Brems: 3-2525; pager: 9-206-587-9719

Glenn Brumett: 3-2525; pager: 9-206-997-6184

Sarah Tollefson: 3-2525; pager: 9-206-560-1746

To call a pager number:

Wait for the beep, enter the number you are using, press the # key, hang up and wait for a reply. Do not leave a voicemail. Do not tie up the same line with other calls if you expect a call back from a page.

3. Fill out an Accident/Incident Report.

- A) Obtain an Accident/Incident Report form from Facilities Manager or print one off the Intranet (<http://www.washington.edu/burkemuseum/Intranet/>).
- B) Fill out the report form as soon as possible, while your memory of the details is still fresh, and return it to the Facilities Manager or Administrator.

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